



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
CIT – Youth #8076-1

Student Instructions

Dates:	October 25, 2016
Location:	WA State Criminal Justice Training Commission 19010 1 st Ave S Burien WA 98148
Class Hours:	Tuesday 0800-1700
Travel/Meals & Lodging:	Lunch and break meals <u>are provided</u> to the students in this training class. Lodging is not provided for this training and is the responsibility of the student and/or their agency.
Reimbursement:	Commissioned law enforcement personnel from King County law enforcement agencies, or who have personnel assigned to King County proper, will receive overtime/backfill reimbursement, if applicable. The student's agency must submit an invoice for reimbursement consideration.
Attire & ID Badges:	Uniforms, agency logo clothing, or business casual. Updated WSCJTC Policy – agency official ID must be visible while on campus. (badge/ID card)
Note-Taking & Equipment:	Note-taking items such as notebook paper, pens, and pencils, will <u>not</u> be made available at the training site, and are the responsibility of each attendee.
Smoking / Alcohol:	Alcohol, controlled substances, and smokeless tobacco are not permitted. Smoking is permitted in designated area only. Participants are required to use the available ash can to extinguish and dispose of cigarettes.
Telephone:	EMERGENCY ONLY: 206-835-7300 Messages of non-urgent nature will not be taken.
Firearms:	Firearms will not be used in this course. Please secure firearms before coming to class.
Attendance:	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.

Cancellation Deadline:**October 18, 2016**

Notify our office via email citregistrar@cjtc.state.wa.us.

\$50 for Late cancellations or No Shows.

Responsibility for Injuries:

Instructors will at all times maintain a high degree of care for the safety of all persons attending the school. The Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.